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NAVY INTERNATIONAL PROGRAMS OFFICE INSTRUCTION 4900.15

Subj: Department of the Navy (DoN)/US Coast Guard (USCG) Mobile Education Training (MET) Procedures

Ref: (a) SECNAVINST 4950.4A Joint Security Assistance Training (JSAT) Regulations
    (b) Memorandum of Agreement (MOA) Between Director Navy IPO and the Director, International Affairs, U.S. Coast Guard of 01 October 1998

Encl: (1) Format for Submitting A Request For MET

1. Purpose: To provide initial procedures for MET unique requirements.

2. Background:

  a. Chapter 2, Section III of reference (a) states that the Director, Navy IPO has overall responsibility for development of policy, implementation, and management oversite of the Department of the Navy Security Assistance Training Policy (SATP). Reference (b) designates Navy IPO as the implementing agency relating to security assistance programs provided by the U.S. Coast Guard. The purpose of this instruction is to clarify procedures for DoN/USCG MET requirements.

  b. A MET is to provide training developed primarily in response to the Enhanced-International Military Education and Training (E-IMET) program in a seminar/educational forum. By definition, MET training is unclassified. Chapter 13, Section III of reference (a) deals with Mobile Training Teams (MTT). A MTT is different from a MET as it is training usually provided by active duty military personnel and is often hardware or operational specific. Although the procedures for a MTT are also relevant for a MET, this instruction will clarify the unique procedures required for a MET.

3. Programming Procedures: All METs should be programmed at the annual Security Assistance Training Program Management Review (SATPMR) with the Training Management Activity (TMA). The TMA for the U.S. Navy is NETSAFA, for the US Marine Corps it is TECOM and for the US Coast Guard it is HQ (G-CI). The Security Assistance Office (SAO) that has requested a MET is responsible to forward a schedule of all METs that have been programmed to the MET provider and the TMA. In the event that a MET is not programmed at the SATPMR, formal correspondence (e.g., letter or message) requesting an MET should be submitted from the SAO to the service TMA no later than 120 days prior to the requested start

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4. Responsibility: MET providers (e.g., a company that actually conducts a MET) and SAOs will be responsible for verifying programming entries on the Standard Training List (STL) available on the Security Assistance Network web site (http://san.osd.mil/san). If there are discrepancies, the appropriate TMA should be notified immediately. At the time of the request, the SAO must ensure that the necessary technical support and instruction facilities are available.

   a. SAO Actions. METs are under the administrative control of the SAO while in the foreign country. The MET team chief, however, is solely responsible for the training mission. It is the responsibility of the SAO to offer all assistance possible so the team can accomplish its mission. In preparation for a MET, the SAO will provide logistical support, which includes the following:

   (1) MET location (i.e., hotel or host country facility).

   (2) Reservations for lodging and arrange transportation (if applicable).

   (3) Lecture room containing seats and tables for each class member, faculty, and visitor.

   (4) Discussion rooms.

   (5) Overhead projector, screen, power outlets, chalkboard/wetboard, transformers, extension cords, adapters, computer projector, and other requirements as indicated by the provider.

   (6) Reproduction, clerical assistance.

   (7) Interpreter support, if required.

   (8) Speaker arrangements (e.g., Ambassador, Deputy Chief of Mission (DCM), Minister of Defense (MOD), Minister of Justice (MOJ), etc.) for opening/closing.

   (9) Information on appropriate uniforms/civilian attire for receptions, etc.

(10) Country clearance and assistance in procuring lodging.

(11) Information on course materials from MET provider to ensure they are placed at the conference site the weekend prior to course start date.

(12) List of vetted attendees (name/rank/service) to the MET provider and to TMA no later than one-week prior to the MET.

(13) Estimated in country costs to MET provider agency for authorized expenses 90 days prior to MET.

(14) Brief to MET personnel upon arrival in foreign country on following topics:

    (a) Training objectives.

    (b) Political situations.

    (c) Social customs.

    (d) Guidelines for official and personal associations with foreign personnel.

    (e) Currency control.

    (f) Logistics support.

    (g) Administrative support.

    (h) Legal status in relation to the foreign country.

(15) Information to the MET provider, the Unified Commander, and the service TMA via e-mail or message on the arrival date and subsequent departure date of the MET when the MET has been completed.

    b. MET Provider Actions. All significant communications concerning METs, especially those including information concerning dates, costs, participants and confirmed programming, will include the SAO, the Unified Command, MET provider, and service TMA. Once a MET is requested at the SATPMR or by official correspondence, the MET provider will communicate directly with the SAO. The provider will send requirements to the host country no later than 15 days after receiving the request.

(1) The MET provider is also responsible for the following:

    (a) Confirm dates for the MET and cost estimates.

(b) Request country/area clearances.

(c) Coordinate instructors and class schedule.

(d) Conduct course.

c. MET Team Chief Action. The team chief is authorized direct communication with the SAO. While in the foreign country, the team chief will work closely with the SAO to resolve problems. Problems that cannot be resolved at the local level will be reported to the service TMA. On completion of the team's mission and before departure from the foreign country, the team chief will orally brief the appropriate SAO authorities on the effectiveness (e.g., positive and/or negative comments) of the MET.

5. Reporting Procedures:

a. Monthly Summary Reports. Monthly summary reports of planned METs, whether programmed on STL or not, will be provided by each MET provider to the service TMA and will include the following information: Country, Start and End Dates, Phase, Estimated Cost (if available), Military Article and Service List (MASL) Number, Worksheet Control Number (WCN), and Location.

b. After Action Reports (AAR). Upon completion of the MET, the provider will submit an AAR. This report should be prepared within fifteen working days of mission completion. A copy of this report should be provided to DSCA, the Unified Command, the SAO/Embassy, Navy IPO, and the service TMA. A list of attendees must be submitted with the AAR.

6. Funding Procedures: Final in-country cost estimate will be submitted to the MET provider by the SAO no later than 90 days prior to the scheduled start of the MET. Final MET provider cost estimate will be submitted to the service TMA and the SAO no later than 60 days prior to the scheduled start of the MET. The TMA will provide a funding message 15 days after receipt of the cost and corresponding confirmation dates from the MET provider.

a. MET Authorized Expenditures:

(1) Airline costs.

(2) Per diem (Meals & Incidental Expenses (M&IE) and lodging).

(3) Course cost (includes curriculum development salary costs as well as MET delivery).

(4) Civilian/Contractor Labor.

(5) Guest Speaker Honorariums ($250 per day limit per speaker).

(6) Translation of material costs.

(7) Miscellaneous (Printing costs, Excess baggage, Rental car, FEDEX/DHL costs).

    b. In-Country authorized expenditures:

(1) Facility rental.

(2) Working lunch (in accordance with M&IE rates listed in the Joint Travel Regulation [JTR]).

(3) Morning and Afternoon breaks.

(4) Interpreter support (minimum 2 simultaneous; add 2 more for discussion problems).

(5) Translation equipment.

(6) Duplication of materials.

(7) Projector/computer for overheads.

(8) Translation of materials (if not accomplished by MET provider)

    c. Air Travel. Air travel will be in accordance with the JTR.

    d. Cancellation Policy. Navy IPO annual cancellation policy message addresses cancellation charges for METs. In general, METs which have been programmed, require DSCA approval for cancellation and countries are liable for any charges incurred.

    e. Medical Services. If a team member requires routine or emergency health services and does not have ready access to the U.S. Embassy health unit or the service required is not available at the health unit, the IMETP or the FMS case will be responsible for: 1) cost of the treatment in-country and 2) cost of transportation to the nearest appropriate U.S. military treatment facility. The U.S. Embassy's regional medical officer will make referral decisions. If there is not enough money in the FMS case or the IMETP to cover expenses, the FMS case or the IMETP will be modified accordingly to include these costs.

7. Regional Mobile Education Teams (METS): Regional METs are coordinated with the MET provider and programmed at the annual TPMR.

    a. Responsibilities are similar to other METs with the following differences:

(1) After receiving a reply from the MET provider acknowledging proposed MET and timeframe and/or programmed in STL, either the SAO or the Unified Command will notify all countries in the region requesting participation. If the minimum class size (as coordinate between MET provider and SAO) is not met, the host country will be expected to provide additional students. Since tuition costs per student will be determined by dividing the total MET cost (e.g., instructor travel, conference fees, etc.) by the number of participants, class size should be determined NLT 30 days prior to course commencement.

(2) If a student is scheduled to attend a Regional MET and has been included for purposes of course pricing, student cancellation charges will be 100% unless student's country can provide a substitute.

(3) Approved costs include: travel, lodging, meals (all in accordance with the JTR); $10.00 per day for incidentals, and the proportionate course cost. Charges will be made to the appropriate IMET program for students who participate from invited countries.

(4) Host country participants may be funded through IMET to travel to course location if coming from different area. Lodging for host country participants is normally paid by the host country funds, although waiver requests may be granted by DSCA for IMET to fund lodging if substantial justification is provided (e.g. no local barracks available for out of town participants).

(5) Fund cite for travel will be provided by the TMA to the SAOs of the invited countries.

(6) SAOs with students attending from other countries should provide names of vetted prospective students to the host SAO, MET provider, and service TMA two weeks prior to the scheduled start of the MET.

b. The SAO in the host country must:

(1) Reserve lodging for visiting students as well as for the instructors teaching the course.

(2) Coordinate with the SAOs from other countries regarding information on visas, flight itineraries and transportation from the airport.

(3) Pay approved costs of lodging, pay approved cost of meals, and disburse $10 per day for incidentals to each student from visiting countries from IMET fund cite provided by the MET provider.

(4) Provide a complete vetted roster of students to the MET provider, NETSAFA and TMA one week prior to the scheduled start of the MET.

(5) Provide disbursement vouchers to the MET provider within 30 days of completion of the MET.

(6) In accordance with the Security Assistance Management Manual (DoD 5105.3M) Chapter 10, 100112.F, SAO located in country of participating students issue a $100.00 travel advance to each student before departure if deemed necessary. .

8. CONUS E-IMET Training: Requirements for CONUS E-IMET Training (Phase II) are submitted at the same time as the requirements for Phase I. Phase II is conducted in CONUS and normally contains a mix of content and planning. Participants should be programmed using individual Worksheet Control Numbers (WCN) and Invitational Travel Orders (ITO). Participants should leave the Phase II event with a clear idea of where the provider and the recipient are going with follow-on training.

a. The SAO responsibilities are to:

(1) Request programming.

(2) Identify candidates and coordinate dates with E-IMET provider.

(3) Make airline reservations and assist with visas.

(4) Issue ITO for each participant after receipt of authority from TMA.

(5) Provide students with standard briefing before attending training in the U.S.

(6) Provide E-IMET provider with arrival information.

b. The E-IMET provider responsibilities are to:

(1) Schedule course dates with SAO.

(2) Keep service TMA informed when communicating directly with SAO.

(3) Coordinate instructors and class schedule.

(4) Make reservations for lodging and arrange transportation.

(5) Pay expenses of delegates if applicable in accordance with corresponding Travel and Living Allowance (TLA) message.

(6) Conduct course.

(7) Upon completion of course, submit an AAR to DSCA, the Unified Command, the SAO/Embassy, Navy IPO, OSD, and the service TMA.

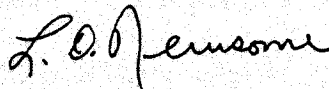c. Service TMA: Program in STL.

d. NETSAFA:

(1) Provide ITO authority to SAO

(2) Enter financial data in STL.

(3) Compile data for annual Military Training Report to Congress.

9. Follow-up. This instruction will be reviewed yearly and updated accordingly.

L. D. NEWSOME
Director

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FORMAT FOR SUBMITTING REQUESTS FOR A MET
SAO Submit requests for METs (120-day lead time required) in the following format:
(if not all information is available, fill in to the extent possible)

1. MET identification. Name of MET provider and phase of training requested.

2. Duration. Indicate duration of the mission in weeks.

3. Team restrictions. Reflect any required limitations or exclusions on the type of personnel, uniforms, equipment, or methods of instruction.

4. Mission. Provide in detail the scope of instruction the team is to conduct.

5. Training goal. Include a statement of the results the team effort is expected to achieve. Provide justification for the team in terms of its effect on the security assistance objective. Do not restate the team mission.

6. Personnel to be trained. Indicate number of International Military Students (IMS) by officers, enlisted personnel, and civilians.

7. Summary of host capabilities.

8. Availability of training aids/technical support.

9. Interpreter support.

10. Training location.

11. Desired in-country arrival date.

12. Type of facilities available for training and billeting.

13. In-country transportation. Indicate the means of in-country transportation to be provided to or from billeting, duty location, and dining facilities or specify rental car requirement/availability.

14. In-country cost estimate for authorized expenses.

15. Facilities. Indicate the availability of medical, dental, shopping, and laundry facilities.

Enclosure (1)

16. Confirmation of country team approval.

17. Additional information. Include any important data requiring more emphasis or containing information useful to the MET provider. When applicable, data should be included such as sensitive areas, subjects to avoid, taboos, and personalities involved. If this data requires classification or special handling, it may be attached to the request as an annex. Include additional data such as availability of monetary facilities in the foreign country for converting personal funds, procedures, and numbers to be used for telephone contacts. Include reference to any previous team effectiveness evaluations that contain data pertinent to this request.

18. SAO point of contact. Indicate name, grade, DSN and commercial telephone numbers, e-mail address, message and mailing addresses for the SAO.

19. Additional information as applicable.

Enclosure (1)